



# National Science Foundation

## *Senior Executive Service Vacancy*

**ANNOUNCEMENT NUMBER:** S20020086-C

**OPEN:**

03/07/2002

**CLOSE:** 04/12/2002

**POSITION VACANT:** Senior Advisor, Office of Integrative Activities (OIA), Office of the Director (OD)

**LOCATION:** Arlington, Virginia

**SALARY RANGE:** ES-1 to ES-4 (\$125,972 - \$138,200)  
Qualified Applicants

**AREA OF CONSIDERATION:** All

**Announcement is for a career appointment.**

**STATEMENT OF DUTIES:** Serves as Senior Advisor in the Office of Integrative Activities (OIA), which supports the Office of the Director in carrying out a number of cross-organizational activities and provides policy support for these activities. OIA has oversight responsibility for the following programs/activities: Science and Technology Centers (STC), Presidential Early Career Awards for Scientists and Engineers (PECASE), Collaborative to Integrate Research and Education Activities (CIRE), and Major Research Instrumentation Program (MRI). The incumbent serves as a senior-level agency spokesperson to further promote NSF efforts to increase the participation of underrepresented minority groups, women, and persons with disabilities in science and engineering research and education particularly across all NSF centers and facilities programs; provides leadership in the oversight of the Congressionally mandated Committee on Equal Opportunity in Science and Engineering while acting as the Executive Secretary; provides leadership and oversight for mission-critical NSF-wide programs; and ensures that policies and procedures focus on enhancing customer service and program performance and that all activities support objectives of the Government Performance and Results Act (GPRA).

### QUALIFICATIONS REQUIREMENTS

#### Essential

#### EXECUTIVE/MANAGERIAL

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the conduct and support of science and engineering research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.
2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.

3. **Results-driven.** Demonstrate knowledge and ability in planning, prioritizing, and coordinating large, complex programs in areas relating to science, engineering, technology and education. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to address and balance complex and diverse program requirements within available resources in response to major changing needs in research and education.
4. **Business Acumen.** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision-making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as a senior spokesperson in a major scientific/engineering organization and to foster partnerships. Includes the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with groups internally and externally. Involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. Includes the ability to interact constructively with Federal officials, representatives of professional organizations, and the private sector.

## **PROFESSIONAL/TECHNICAL**

### **Essential**

1. Ph.D. or equivalent professional experience or both in science or engineering related to the NSF mission and experience in science policy analysis plus six or more years experience managing complex research and education enterprises.
2. Extensive knowledge and experience involving initiatives to promote increased participation of underrepresented groups in science, mathematics, and engineering research and education.
3. Knowledge of budgetary issues affecting the vitality of the scientific and engineering enterprise and the funding of research and education programs.
4. Broad knowledge of and experience with academic scientific/engineering and education research community and in-depth working knowledge of the science and technology policy organizations and processes of the U.S. Government.
5. Experience in grant and contract administration, fiscal management, and budget preparation relating to science/engineering research and/or education support.

### **Desirable**

1. Demonstrated ability to work effectively on interdisciplinary matters and with scientific and technical staff from many disciplines, fostering forefront interdisciplinary research programs.
2. Broad knowledge in areas relating to science and engineering policy issues such as human resources, status of academic science and engineering, and Federal support of scientific/engineering research and education.
3. Recognized professional standing in the scientific/engineering research community as evidenced by publications.

## GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period.

**Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/managerial requirements for the position. Information is available on the U.S. Office of Personnel Management website at [www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html). The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

## EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

## APPLICATION INSTRUCTIONS

**Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.**

**1.) Resume or other application format of your choice, (including a list of publications, if available).**

Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* provides information on the federal job application process; it is available by calling the number listed below.

**2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.**

**3.) NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

**APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or mailed or delivered to the following address:** National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20020086-C, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage [www.nsf.gov](http://www.nsf.gov). Announcements may be accessed electronically under Vacancies on NSF's Homepage at [www.nsf.gov/jobs](http://www.nsf.gov/jobs). The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_
3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)
- |   |   |
|---|---|
| 01 - Newspaper (specify)  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify)           | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify)                         | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify)  |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)
- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
  - B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
  - C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
  - D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
  - E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**